

GUIDELINES TO PREPARE CAMERA-READY FULL PAPER & POSTER

SUBMISSION DETAILS

All of the camera-ready full paper or the poster paper should be sent electronically both in .doc and .pdf format as email attachments directly to nccis@daffodilvarsity.edu.bd. Please include the corresponding author's e-mail address, phone, and fax numbers (if any) in the email.

FORMATTING REQUIREMENTS

Please be sure your paper is formatted properly for publication in the conference proceedings. In particular, please note the following format requirements:

- Your paper *must* be both in DOC and PDF format.
- Your paper *must* be correctly formatted to fit on A4 size paper. Please be sure you have a margin of 1.2 inch on left and right and 1 inch on top and bottom edges of each page.
- Camera-ready papers must not exceed 6 pages for full paper and 4 pages for poster paper including text, figures, references, and appendices using double column with single spacing and 0.25 inch gaps between two columns. Generally use Times New Roman font everywhere.
- The font size in the main body of the paper must be 11 point Times New Roman.
- The content is the most important part of your paper. Your paper must have a Title (Write in all Small Caps letters in title case with 18 point); complete names (in 12 point) and affiliation(s) (in 11 point) including e-mail addresses (in 10 point) of all authors; an Abstract (not exceeding 200 words) and five to ten Keywords in 10 point italics; an Introduction (Explain the nature of the problem, previous work, purpose, and the contribution of the paper.); a Conclusion (Indicate clearly the advantages, limitations and possible applications); Acknowledgement (Optional, but only to appear in the accepted papers); Nomenclature (Optional); a Reference section in 9 point; Appendices in 10 point (Optional).
- All headings and subheadings should be flush left and set in bold face (NOT underlined), including "Abstract" and "Keywords", and in upper and lower case letters.
- Number each section of the paper beginning with the introduction (i.e., 1. Introduction) and ending with the conclusion (i.e., 7. Conclusion). For subheadings, the numbers used should be 1.1, 1.2, etc and font size is 11 point bold. If a subsection is further divided, the numbers 1.1.1, 1.1.2, etc. are to be used and the number and associated title are to be set 11 point in *italics* instead of boldfaced.
- The first paragraph following a heading or subheading should be flush left. Be sure that your text is fully justified. Please do not place any additional blank lines between paragraphs. However, any necessary spacing (e.g. spacing between Title and Author's name(s), between consecutive Sections, etc.) should be a single blank line of 10-point Times New Roman.
- Avoid placing 'Figures' and 'Tables' in the middle of columns. Large Figures and Tables may span across both columns. Figure and Table captions should be 10-point

Times New Roman font. Initially capitalize only the first word of each Figure caption and Table title. Each Figure must have a glossy finish. Figures and Tables must be numbered separately. For example: "Fig. 1 Database contexts", "Table 1 Input data". Figure captions are to be flushed left *below* the figures. Table titles are to be centered *above* the tables.

- Equations should be numbered (1), (2), etc. When referring to an equation in the body of the text, only the number enclosed in round brackets should be used. A colon should be inserted before an equation, but there should be no punctuation following the equation.
- Use footnotes sparingly (or not at all) and place them at the bottom of the column on the page on which they are referenced. Use Times 8-point type, single-spaced.
- British/Canadian spelling should be adopted. Acronyms should be spelled out at first mention, but not thereafter unless there will be any good reason to do so.
- List and number all references in 9 point Times, single-spaced, at the end of your paper. When referenced in the text, enclose the citation number(s) in square brackets, for example [1, 5]. Only those references actually cited in the paper should be listed. References should be numbered according to when they are first mentioned in the paper. All authors of a paper must be listed in the references. We do not support the use of et al. in the reference list.
- References are to be presented in the following style:

Journal Papers:

- [1] M. Ozaki, Y. Adachi, Y. Iwahori, and N. Ishii, "Application of fuzzy theory to writer recognition of Chinese characters", *International Journal of Modeling and Simulation*, Vol. 18, No. 1, 1998, pp. 11–16.

Proceedings Papers:

- [2] W. J. Book, "Modeling design and control of flexible manipulator arms: A tutorial review", *Proceedings of the 29th IEEE International Conference on Decision and Control*, San Francisco, CA, USA, 1990, pp. 500–506.

Books:

- [3] R. E. Moore, *Interval analysis*, Englewood Cliffs, NJ: Prentice Hall, 1966.

Theses:

- [4] D. S. Chan, "*Theory and implementation of multidimensional discrete systems for signal processing*," doctoral dissertation, Tokyo Institute of Technology, Tokyo, Japan, 1978.

Guidelines to prepare the poster: Posters should be made on A4 size paper in the landscape orientation. Then all the papers must be pasted on an art paper. We will make necessary arrangements for the display of your poster. Posters should include title, authors' name(s), affiliation(s) and e-mail address(es), keywords, objectives, motivation, introduction and methods, results, figures (if any), tables (if any), conclusions, acknowledgement (if any) etc. Color poster would be nice to look at.